



STATE STUDENT ASSISTANCE COMMISSION OF INDIANA



General Security Agreement for the Use of the Commission's Core 40 and Honors Internet Update System (CHIPS)

The Core 40 and Honors Internet Update System (CHIPS) referred to in this agreement is the system used by the Commission and an eligible high school (Institution) to exchange information about high school students as part of their application for state financial aid. The use of CHIPS by Institution counselors is an essential part of delivering state financial aid to Indiana students and families. In lieu of a written and counselor signed certificate, it is understood that by logging into and entering or uploading a student record into CHIPS, the Institution and its counselors agree that:

1. Each counselor has Internet access on a computer using either of the browsers Internet Explorer 4.0 or later or Netscape 4.77 or later, with appropriate settings to access the Commission's secure Internet server via the URL <http://www.in.gov/ssaci/highschool/>.
2. Passwords and user identification numbers (IDs) used to access CHIPS are to be treated as confidential information. The Institution will authorize a limited number of employees to have access to CHIPS. Moreover, employees of the Institution will not share passwords and IDs with anyone except Institution-authorized persons.
3. Computerized files created by or for the Commission and all information and documents associated with these files are considered owned by the Commission once they are transmitted to the Commission. To the extent authorized by law, these files and the data contained within these computerized files will be treated with the utmost confidentiality.
4. The Institution will take reasonable precautions to protect the data owned by the Commission from unauthorized access, change or destruction. Data will not be altered, destroyed, copied, uploaded, or downloaded from CHIPS except as authorized by the Commission.
5. It is understood that, if it appears to be urgent and necessary, the Commission reserves the right to revoke, without notice, the electronic access it has granted to the Institution.
6. The Institution will take reasonable precautions to make sure that any employee whose change in employment status or duties no longer necessitates access to the Commission's data is denied access to that information.
7. The Institution will comply with all appropriate federal and state of Indiana information security and confidentiality laws and the Commission's security and confidentiality policies and procedures.
8. The Institution will maintain a historical record that identifies to the Commission or its representative the individual(s) who create, update or transmit the Commission's data.
9. To the extent authorized by law and caused by the negligence or intentional misconduct of itself, its employees or agents, the Institution will accept liability for any direct or consequential damages to the Commission and its databases.
10. Based on seventh semester grades, the CHIPS information submitted via the Internet is a true and accurate list of those students who are expected to graduate with either an Academic Honors Diploma with at least a 3.0 cumulative grade point average on a 4.0 scale; or a Core 40 Diploma with at least a 2.0 cumulative grade point average on a 4.0 scale.
11. Counselors will modify the CHIPS information via the Internet up to the Commission's scheduled and published last date to enter data (or earlier if the academic year contract ends prior to that date) if a student's final grades reflect a different program (Core 40, AHD, or Neither) status than originally entered.